



## State of Montana Job Vacancy

### Department of Transportation

Human Resources  
2701 Prospect Avenue  
PO Box 201001  
Helena, MT 59620-1001



February 20, 2009

Internal/External Statewide

*An Equal Opportunity Employer*

Job Title: Materials Inspection Aide-Pavement Rater  
Position No.: 54190812  
Division: Engineering - Materials Bureau  
Location: Helena  
Job Code: 519613  
Type of Position: Full-Time/Temporary  
Work Comp Code: 8811  
Bargaining Unit / Code: MPEA / 0000-8  
Band: Band 3  
Hourly Salary Range: \$11.43 - \$12.70  
Supplement Required: Yes ☐ No ☒  
Closing Date: March 13, 2009

#### **Position Overview**

The above position is being posted in accordance with the bargaining unit agreement.

Nonbargaining unit employees or employees of another bargaining unit may apply. If the position is not filled with a bargaining unit applicant, the non-bargaining unit applicants may be considered. However, bargaining unit applicants will have preference.

Special Requirement: Must possess a valid Montana Driver's License at the time of employment, as a condition of employment. This position requires extensive overnight travel.

**\*\* More than one position will be filled by this announcement. You only need to submit one application.**

Factors to be considered in evaluating an applicant's qualifications will include the following:

1. An evaluation of the Montana State application form.
2. A written exam.
3. A structured interview.
4. Final Interview (Optional)
5. Reference checks.

#### **Description of Duties**

This position serves as a Road Rater for the PvMS Management Unit of the MDT Materials Bureau. This position is responsible for conducting field assessments and data collection to accurately determine the

severity and extent of pavement distresses and to provide information needed to pavement management and design activities and performing related duties as assigned.

Under general guidance and direction, this position is responsible for the collection of field measurements and rating of pavement conditions within the highway systems of Montana. The activities that are required to be performed in this position require overnight travel. The pavement rating, involving independent vehicle responsibility consists of the application of a complex and rigorous system of measurements, observations and determinations. The intent is to evaluate and record the condition of asphaltic and Portland cement concrete pavements.

### **Job Requirements**

Requires working knowledge of basic math functions, methods of measurement and the techniques and practices of gathering data and reporting; and of basic knowledge of daily vehicle maintenance.

Skills: Skill in the use of basic measuring instruments, hand-held calculator, vehicle operation, and microcomputer.

Ability: Ability to understand complex and detailed written instruction; to communicate effectively orally and in writing; to perform basic corrective and preventive equipment maintenance; to fill out forms accurately and legibly; to develop and maintain effective working relations with others; and to exercise independent judgement and initiative in accurately and consistently evaluating pavement conditions in accordance with complex rating instructions.

Extensive overnight travel -- Hours 6:00 A.M. - 4:30 P.M. Monday through Friday. This position is from May to approximately October. Must report to Helena Headquarters Monday mornings and return Thursday afternoons. Need not live in the Helena area.

### **Education and Experience**

High school diploma and two (2) years of progressively responsible experience including experience working independently and experience with basic math. Extensive overnight travel required. Must possess a valid Montana Driver's License at the time of employment, as a condition of employment.

### **Compensation / Benefits**

Annual pay raises as granted by the legislature. State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays and up to 15 days military leave with full pay.

### **Application Process:**

☒ The application materials required for this position are indicated with check marks.

- ☐ Montana State Application available at <http://www.mdt.mt.gov/jobs/>
- ☐ Answers to the attached supplemental questions.
- ☐ Professional/Employment References listed with contact information.
- ☐ Resumé

- ☐ College or University transcripts. (Copies of transcripts accepted.)
- ☐ Copies of license(s) or certifications upon a conditional offer of employment by MDT.
- ☐ Negative Drug Screen results (testing arranged by MDT) upon a conditional offer of employment by MDT.
- ☐ Other:

VEBA: ☐ Yes ☐ No ([what is VEBA](#))

- ☐ For internal applicants, this position will qualify for reimbursement under the Moving and Relocation Expense Policy (3-0151).
- ☐ Consideration may be given to filling the position with a training assignment.
- ☒ Reference checks will be conducted and considered as part of the selection process.

**Supplemental Questions:**

None

**Application Materials and Deadline:** Complete application materials must be postmarked or sent electronically by the closing date (as indicated below) to a Montana Job Service Office or:

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Closing Date: ☒ by 5:00 pm **or** ☐ Open until filled

Apply electronically at <http://www.mdt.mt.gov/jobs/>.

Application materials from interested Department of Transportation employees must be submitted online <http://www.mdt.mt.gov/jobs/> by 5:00 pm on the closing date.

In-state and out-of-state applications are due by 5:00 pm Mountain Time on the closing date.

Please visit the MDT website at <http://www.mdt.mt.gov/jobs/> for additional employment opportunities and information.

**Late or incomplete applications will not be considered. Failure to turn in all required documents will result in disqualification from the selection process.**

**Reasonable Accommodations:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job, or to enjoy equal benefits and privileges or employment available to other employees. If you need such accommodation, contact this agency within 72 hours of needs, to allow us sufficient time to meet your request.

**Applicants claiming Veteran's or Disabled Person's Employment Preference** (see MDT Application Form) must submit verification of eligibility **prior to the closing date**. Required documents include a DD-214 (military) and/or the PHHS Certification of Disability form and the Employment Preference Form.

In accordance with the Immigration Reform and Control Act, the person selected must produce within three days of hire, documents that show authorization to work in the United States. Examples of such documentation include a birth certificate or Social Security card along with a driver's license or other picture ID, or a US passport, or a "green card". Also to comply with the Montana Compliance with Military Selective

Service Act, this Agency (Montana Department of Transportation) must verify that the covered applicant has complied with the federal Military Service Act within three days of hire.